G. R. S. 58]

Previous references.

Finance

p 16

File No. 155-'15

Serial Nos. 4

1915.

(Gen Mis)

Later references.

P

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4

Part B for Sept 15

SUBJECT.

Grouping of heads of correspondence in the weekly & monthly Proceedings Volumes.

To the Supdt Govt Press

No 4150 G 23. 9. 15

Requests that the heads of correspondence in the weekly & monthly Volumes of Govt Orders may be rearranged in the manner indicated in the statement appended to the Order

To the Secretariat Branches No 4151-4223/9/5

Forwards copy of the above for information & guidance

GPB—10,000—23-3-15

Hamilton Rao 4/10/15.

G. R. S. 11] 1915-16

GENERAL AND REVENUE SECRETARIAT.

(Illustrated)

NOTES.

File No. 65-1674

FILE HEADING.

Compilation and Distribution of the Monthly Vol of Food Crops

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

1) A recent issue of the weekly part of the monthly Vol of Food Crops is put up for reference below.

2) Under Branch V it will be observed

NOTES—First Sheet.

GPB-20,006—8-8-14.

G. R. S. 12]

General and Revenue Secretariat.

File No. 155 of 1916-15

Serial No.

There are 4 sections. These have been modified recently. But effect has not been given to the change. Thought to be according to the revised Office Manual

(i) Press

(ii) Military

(iii) Examinations

(iv) Genl miscellaneous

3) Since the above was ordered Geological Sectt has been amalgamated with the Genl Sectt & attached to the Genl Branch. So another section has to be added as (v).

4 The Office Manual was no doubt printed in the Govt Press; but whether a copy was sent to the Supdt Govt Press for information and guidance with reference to the arrangement of Branches & Sections in the Monthly Bdl of Govt Progs in approved order is not definitely known.

5 The changes pointed out above have to be made now at least.

6 Draft is put up for orders

SR 14/9/15

NOTE—Contn. sheet.

GPB—25,000—30-4-15

(3)

G. R. S. 12]

General and Revenue Secretariat.

Gen File No. 153 of 1915-16

Serial No.

1 There was a proposal to re-group and re-arrange the Heads of Correspondence in Branch V. What has become of it. Instructions to the Press may perhaps be given after that question is settled.

Mon 11.9

Subs.

350-15 Ce

Of the papers dealing with the re-arrangement of the Heads of Correspondence in Br V were sent to Secy in June last. Nothing is known as the papers have not come back. The Changes proposed are in accordance with the Revised Manual and seem urgently called for.

BHR Secy 11/9/15 I agree to the draft if Secy to approved

Rec'd 16/9. Mon

10 After orders are passed on the file in which a re-arrangement of Heads of Correspondence is proposed, Modified Heads may be Communicated to the Supdt Govt Press

Secy

11 Req may kindly see me about this Duee

Mon 14/9

16/9

Mon 16/9

NOTE—Contn. sheet.

GPB—25,000—30-4-15

4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I agree
P

Yes.
P

I do not quite understand this. They are all branches of the Military Deptt: of which the Military Secy is the head: The present arrangement may continue. Mog

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

I agree

Submitted.

It will greatly facilitate the work relating to the Department of Mines and --- Geology and the Minor Departments of Meteorology, Archaeology, Ethnography, Gardens and Museum if they are treated as independent heads of correspondence instead of including them in the General Miscellaneous Section.

2. Questions regarding --- printing and stationery may be grouped under one section there being one officer in charge of both offices.

3. As regards the correspondence relating to the --- Amrit Mahal Department and the Government House also the present arrangement of dealing with it in the Military Section appears anomalous. Both the Departments have -- properly to be treated as independent heads of correspondence.

GPB—50,000—29-6-14

25

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

4. This classification --- suggested above is both convenient as facilitating ---- reference and is in accordance with the arrangement --- adopted in the budget.

5. A statement showing the present and proposed classifications is attached.

bus
29/6.

I would make an alteration Viz bringing Examinations under General Miscellaneous. Nos ~~in place of the~~ the prea number of the present Heads of Correspondence will remain unaltered, but there will be a slight difference in classification

The present and proposed classifications are shown in the annexed below

Dy Secy Dy Secy/

ksm 30/6

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

5. Reports.	(1) General Administration Reports. (2) Departmental Reports.	~~7. Amrit Mahal Department.~~ ~~8. Government House.~~	viii. Clothing to menials. ~~ix~~. Questions re: Press Room x. Hill Stations xi. Civil List. xii. Supply of Government Publications. xiii. Donations, subscription, etc. xiv Local Service Examination ~~Amrit Mahal Department.~~ ~~Government House.~~

Mesh
30/6

Present Classification.

Heads of Correspondence.	Departments.
1. Press.	Government Press.
2. Military.	(1) Military Proper. (2) Government Houses. (3) Kunigal Farm. (4) Hessarghatta Farm. (5) Amrit Mahal Department.
3. Examinations.	Local Service Examinations.
4. General Miscellaneous.	(1) Meteorology. (2) Archaeology. (3) Patents. (4) Government Stationery. (5) Ethnography. (6) Advertisements. (7) Residency Correspondence. (8) Mysore Civil Service. (9) Gardens. (10) Museum. (11) Miscellaneous:- (i) Gazette. (ii) Patronage of books, newspapers, etc. (iii) Government Stores. (iv) Motor Car establishments. (v) Questions affecting General Administration. (vi) Representative Assembly Questions & Proceedings. (vii) Travellers' Bungalows.

Proposed Classification.

Head of Correspondence.	Departments.
1. Press. I G.P.	Government Press & Stationery.
2. Military. II Mily.	(1) Military Proper. (2) Kunigal Farm. (3) Hessarghatta Farm. (4) Amrit Mahal (5) Govt House ~~Local Service Examinations.~~
~~3. Examinations.~~	
4. Mines & Geology. III M. & G.	Departments of Mines & Geolog
5. Minor Departments. IV M. D.	(1) Meteorology. (2) Archaeology. (3) Ethnography. (4) Government Gardens. ~~(5) Gardens.~~ (5) Museum. (1) Patents. (2) Advertisements (3) Residency Correspondence. (4) Mysore Civil Service. (5) Miscellaneous:- i. Gazette. ii. Administration Reports iii. Patronage of books, newspa iv. Representative Assembly tions v. Motor car vi. Travellers' vii. Geometrical
6. General Miscellaneous. V G. M.	

G.R.S. 13]

MR 115-8-74

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

8 The Asst Secys suggestions are justified as being both logical and conducive to proper adjustment of work and may be adopted.

Secy 30/6/15

9 Ought to me after further scrutiny in the light of Secl changes.

Secy 15/7/15

10 Branch V for a further note

Br. 15/7/15

11 Subd. A copy of the order regarding the distribution of work in the Secrett is put up.

H

V The Departments dealt with in Branch V are marked in the list & it is Subd. that the suggested grouping of Sections in Br V is not affected by the recent changes.

W. Secy 19.7.15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-7-15

8

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

In connection with the creation of certain additional Sections of files in Br V which is now under Consideration, it is respectfully submitted that a separate Section called the "General Cash" may kindly be allowed to be formed for Correspondence dealt with by the Cashier Section

Please speak to me Rec. 22/7.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G.R.S. 13]

9

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The advantages of Anglo-
a division are too well
known to the Registrar
to require detailed mention here.

A great deal of the Confusion
in finding papers & tracing
references now prevalent would be avoided

Subst for Kind of Journal
Consideration

21. 7. 15

21.7.15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

10

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

It would not be convenient to constitute the Cash Act into a separate Section as there would be danger of the same appearing in the Proceeds volumes.

The Sections proposed are suitable and may be approved. The manual Rule 2-C will have to be suitably amended.

Rm.
16/9/15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.P.B—50,000—29-6-14

Mis 350-15
Q

71

S. R. S. 12]

General and Revenue Secretariat.

G.M File No. 155 of 1915.

	Serial No.	
		(12) Put up draft to Supt Govt Press requesting him to change the heads of correspondence as proposed in the Statement.
× Flag B in linked file		Hussain 18/9/15
		(13) Draft Submitted. Kutto 18/9/15
× Flag Q		(14) The heads of correspondence noted in the × Statement are in accordance with the provisions of the Revised Manual except in two items. Two new sections are proposed for Branch O.
× Flag Q		1. Mines & Geology. due to the transfer of this work to the G.R.S.
Allowed as in original draft		2. Minor Depts The general heading 'General Misc' is proposed for convenience to be split up into 'Minor Depts' & 'General Misc' and the distribution as between these two are shown in a separate × Statement.
× Flag B		(15) The draft and the revised list of heads of correspondence may be approved through Asst Secy O. / Ramaiyangar 18.9.15
× Flag Q		Gen. Secy / (16) I agree. Moor 20/9.

NOTE—Contn. sheet.

GPB—25,000—30-4-15

Vide remarks above
20/9

Mol 350-15/9

(12

R. S. 12]

General and Revenue Secretariat.	G.M. File No. 155 of 191 15

Serial No.

17 Issue with the revised statement if in accordance with the Secy's direction.

Bn
20/9/15

4 To the Supdt. Govt Press No. G.4150 dy 23.9.15

Requests that the heads of correspondence in the Weekly and Monthly Volumes of Govt Proceedings may be rearranged in the manner indicated in the accompanying statement.

To the Several Branches No G.4151-8 dy 23.9.15

Forwards copy of the above for information and guidance

B

18 Subd

These papers will now be filed.

Secy
27/9/15

Yes
Bn
28/9

Ref)

NOTE—Contn. sheet.

GPB—20,000—30-6-15

20/9 10 copies of the letter & 10 copies of the statement to be typed

1

G. R. S. 26]

SUBJECT Re arrangements of heads of Correspondence in the weekly and monthly Proceedings Volumes of Govt.

Diary No. of letter replied to

Section Gen
File No. 153-15
Serial No. 4

General and Revenue Secretariat
( )
, the 191 .

No. G 4150
En- one

Date of issue 23.9.15

Signed by Gen. B.R. Iyengar

To
The Superintendent, Govt Press

Sir,

I am directed to request you to rearrange the several heads of Correspondence in the weekly and Monthly Volumes of Govt Proceedings in the manner indicated in the accompanying statement.

Effect may be kindly given to this arrangement at once.

I have &c

for
Secretary to Govt
Genl Dept.

Hag 9.

Whl 9/9

To.

Proposed Heads of Correspondence

2

I Revenue

Section 1 — Land Revenue
" 2 — Land Survey
" 3 — Agriculture
" 4 — Forests

II Financial

Section 1 — General Finance & Banking
" 2 — Separate Revenue
" 3 — Salaries and Allowances
" 4 — Civil Accounts
" 5 — Census

III Judicial & Legislative

Section 1 — Legislative
" 2 — Courts
" 3 — Prisons & Jails
" 4 — Registration
" 5 — Police

IV Local Funds

Section 1 — Local Boards
" 2 — Municipal
" 3 — Medical
" 4 — Sanitary

V General

Section 1 — Press
" 2 — Military
" 3 — Mines & Geology
" ~~4 — Minor Depts~~
" 4 — General Miscellaneous

VI Education & Agriculture

Section 1 — Education & Exhibitions
" 2 — Agriculture
" 3 — Industries & Commerce

VII Muzrai

VIII Efficiency Audit ~~Branch~~

IX Public Works

X Railways.

20/9

20/9/15